

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Central Region 4	POSITION NUMBER (Agency-Unit-Class-Serial) 565-431-0765-031
UNIT NAME AND LOCATION Renewable Energy Program, Fresno, CA	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-431-0765-031

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the direction of the Senior Environmental Scientist (Supervisor), incumbents perform scientific analysis work including scientific investigations and analyses of impacts and proposed mitigation for industrial renewable energy and other complex projects in California Department of Fish and Wildlife (CDFW) Central Region (Region 4). Other duties include independent problem solving, negotiation and conflict resolution, representing CDFW on statewide and interagency teams, and building and fostering internal and external relationships. This position has primary responsibility for California Endangered Species Act (CESA) permits, Lake and Streambed Alteration (LSA) agreements, California Environmental Quality Act (CEQA) reviews, and the review of permittee responsible mitigation. Duties also involve reviewing project site construction and management plans and reviewing and commenting on a wide range of biological analysis and/or monitoring reports. Specified activities require knowledge of California fish and wildlife resources, ecological principles, renewable energy systems and methods, lake and stream processes, permitting and environmental laws, and administrative procedures and policies. The incumbent applies knowledge of environmental resources, a high degree of personal initiative, and independent judgment. Public contacts made in the course of this work are highly sensitive and involve a wide variety of stakeholders and issues.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
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25%	<p>ESSENTIAL FUNCTIONS: California Endangered Species Act: Implement CESA for renewable energy by coordinating review of projects and CESA applications, assessing impacts and developing mitigation measures, and coordinating with the US Fish and Wildlife Service. Attend site visits and meetings. Provide detailed technical analysis of projects and impacts, and preparation of CESA authorizations associated with renewable energy projects. Coordinate CESA authorizations with federal biological opinions and Habitat Conservation Plans (HCP) for renewable energy and other complex projects. Assist local jurisdictions and state and federal agencies in the development and implementation of renewable energy associated HCP's. Work collaboratively with permittees and stakeholders to develop and/or implement these plans. Activities include document review and comment, data analysis, report preparation, field inspection, meeting attendance, preparing presentations, and administrative record preparation and maintenance.</p>
25%	<p>Lake and Streambed Alteration Agreement: Conduct review of submitted Lake and Streambed Alteration (LSA) Notifications associated with renewable energy projects, engage in associated pre-consultation with project applicants, and evaluate potential environmental effects of streambed alteration projects, leading to development of LSA Agreements. Assist in preparation of avoidance, minimization, and mitigation measures required for renewable energy projects for inclusion in Agreements. Conduct field inspections of proposed LSA stream sites to determine the natural resources present, potential project-related impacts, and to formulate CDFW's recommendations and conditions. Oversee compliance with issued LSA Agreements and required submittals, which may include field inspections.</p>

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25%	<p>Mitigation Review and Facilitation: Facilitate mitigation completion for large scale projects; review permittee responsible mitigation; review lands packages (e.g. review long term management plans, interim management plans, Property Analysis Records (or similar), biological resources report for mitigation lands, GIS shapefiles of mitigation lands, habitat land acquisition documents, and Due Diligence Letters, as appropriate.</p>
10%	<p>Environmental Review: Review and prepare comments for large scale, complex, and/or sensitive projects pertaining to CEQA, National Environmental Policy Act, LSA, and other environmental documents for renewable energy and other large-scale projects. Attend meetings and public hearings with lead agencies, consultants, public, and regulatory agencies. Coordinate analysis and correspondence with other appropriate CDFW staff. Communicate program processes and responsibilities to lead agencies, consultants, public, and regulatory agencies. Coordinate with lead and responsible agencies; and ensure CEQA compliance in applicable trustee, responsible, and lead agency roles on projects throughout Region 4. Review, track, and prepare written comments on CEQA for early consultation and related environmental documents including Notice of Exemptions, Notices of Determinations, Initial Studies, Negative Declarations and Environmental Impact Reports. Assist in preparing CEQA documents when CDFW is the lead agency. Participate with other agencies and private parties in the development and implementation of avoidance, minimization and mitigation measures for fish and wildlife.</p>
10%	<p>Coordination and Technical Consultation: Coordinates and consults with federal, state, and local agencies, reserve managers, and other agencies on renewable energy functions. Infrequently conducts monitoring and handling of sensitive species. Works closely with other CDFW Regions and Branch to ensure consistent application and coordination of standards amongst regions. Represents region by coordinating with Habitat Conservation Program Branch Renewable Energy Environmental Review and Permitting Coordinator.</p> <p>Represents the Habitat Conservation Program in regional and CDFW Statewide working groups. Increase and maintain biological field expertise by conducting on-site habitat assessment and species surveys in coordination with CDFW staff, local coordinated resource management groups, and other organizations. Work collaboratively with internal CDFW team on advancing overall program management, goals, and objectives. Act as consultant to other technical staff, management, and other agencies in matters related to renewable energy projects. Analyze proposed renewable energy related legislation, regulations, policies, and procedures and provide comments to the requesting CDFW Branch. Prepare guidance, policy, planning and related documents.</p>
5%	<p>NON-ESSENTIAL FUNCTIONS:</p> <p>Professional Development, Training, and Administrative Tasks: Obtains job-related training through CDFW or outside organizations. Attends trainings as needed to enhance performance in the position and program knowledge. Maintains professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing scientific literature. Prepares expense claims, time reports, weekly workload reports, progress reports, annual Individual Development Plan and annual work plan and other administrative duties as required and within the period and manner requested. Assists Fresno office-based program staff as required. Develops and maintains well-organized filing system for all items and areas of responsibility. Uses Microsoft Office software to prepare clear, complete, and technically accurate reports; collects environmental data; reviews, checks, and interprets scientific data and reports. Implements Individual Development Plan objectives.</p> <p>Special Personal Characteristics: Strong written and verbal communication skills are essential with a demonstrated ability to work independently, with open-mindedness, flexibility, and tact. Possess a high degree of initiative and leadership. Ability to develop and maintain productive relationships while working in contentious</p>

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	<p>settings. Good organizational and time management skills. Ability to lead discussions with Departmental staff and other professionals.</p> <p>Interpersonal Skills: Work independently and in a team setting; communicate politely, tactfully, and firmly as necessary with other agency representatives and members of the public; demonstrate excellent listening skills and effective negotiation and conflict resolution skills. Inspire confidence and effective working relationships with employees, supervisors, and managers in government and industry. Facilitate and resolve conflicts at lowest possible level.</p> <p>WORKING CONDITIONS: The position requires the use of a computer for several hours each day. Work is primarily conducted from an office location, however, occasional fieldwork and travel to meetings will be required. A partial telework schedule may be considered, following initial introduction time in the position. Field work may include unusual and/or long hours or overnight travel; accessing habitat conditions in adverse weather or terrain; driving a State vehicle to locations requiring three or more-hour drives; and/or wearing a prescribed CDFW uniform. A valid California driver license is required to drive to meetings and field sites.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE